















## ACTS AND ORDINANCES.

### ACTS 1853. CHAPTER 38.

#### **An Act to Authorize the City of Boston to Found and Maintain a Public Library.**

BE IT ENACTED, ETC.:

SECTION 1. The city of Boston is hereby authorized to found and maintain a Public Library, and to make such expenditures, establish such regulations, fix such penalties for the breach thereof, and do all such acts and things as may be deemed necessary or proper to that end; and the powers hereinbefore named, may be exercised by the City Council of the said city, in any manner in which they may prescribe, and by the agency of any persons to whom they may delegate the same: PROVIDED, HOWEVER, that the expenditures hereinbefore mentioned, shall not exceed the sum of one hundred and fifty thousand dollars, within four years from the first day of January, in the year eighteen hundred and fifty-three; [nor the sum of ten thousand dollars in any one year after that time].\*

\* This clause was repealed by Chap. 11, of the Acts of 1857.

SEC. 2. The fifty-second chapter of the statutes of the year eighteen hundred and forty-eight, entitled, "An Act to authorize the City of Boston to establish a Public Library," is hereby repealed.

SEC. 3. This act shall take effect from and after its acceptance by the City Council of the said city of Boston.

*Approved March 12, 1853.*

[PRINTED AS PROOF.]





## ACTS 1857. CHAPTER 11.

### **An Act Relating to the Public Library in the City of Boston.**

BE IT ENACTED, ETC.:

SECTION 1. So much of the act of March twelfth, one thousand eight hundred and fifty-three, as limits to ten thousand dollars the appropriations, authorized to be made annually by the city of Boston, to maintain a public library, is hereby repealed.

SEC. 2. This act shall take effect from and after its passage.

*Approved March 4, 1857.*

## ACTS 1873. CHAPTER 286.

SECTION 12. [Extract.] The Charlestown public library, with all the books and documents which now or hereafter may belong thereto, shall be continued and kept within the present limits of said Charlestown; and it shall have the benefit of all gifts and legacies made heretofore or hereafter in its behalf. The trustees of the Charlestown public library shall hold their offices until the first Monday of May in the year eighteen hundred and seventy-four, or until the annual organization of the board of trustees of the Boston public library in that year. Thereafter it shall become a branch of the public library of Boston.

*Approved May 14, 1873.*

See Acts 1900. Chapter 263, p. ■

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## ACTS 1878. CHAPTER 114.

### **An Act to Incorporate the Trustees of the Public Library of the City of Boston.**

BE IT ENACTED, ETC.:

SECTION 1. The trustees of the public library of the city of Boston for the time being are hereby made a corporation by the name of the Trustees of the Public Library of the City of Boston; and said trustees and their successors in office shall continue a body corporate for the purposes hereinafter set forth, with all the powers and privileges and subject to all the duties, restrictions and liabilities in the general laws relating to such corporations.

[SEC. 2. Said corporation shall have authority to take and hold real and personal estate to an amount not exceeding one million dollars, which may be given, granted, bequeathed or devised to it, and accepted by the trustees for the benefit of the public library of the city of Boston or any branch library, or any purpose connected therewith. Money received by it shall be invested by the treasurer of the city of Boston under the direction of the finance committee of said city; and all securities belonging to said corporation shall be placed in the custody of said treasurer: PROVIDED, ALWAYS, that both the principal and income thereof shall be appropriated according to the terms of the donation, devise or bequest, under the direction of said corporation.]\*

\*Amended by Special Act 1919. Chap. 116, Sect. 2, p. 98.

SEC. 3. [The trustees of the public library shall be seven in number. In the month of April in the year eighteen hundred and seventy-eight and annually thereafter in the month of January, the city council shall elect, by concurrent vote of the two branches, one member of the board of aldermen, and one member of the







common council, to be members of said board of trustees, to hold office during the remainder of the municipal year in which they are elected, and until others are elected in their places. And in the month of April in the year eighteen hundred and seventy-eight, the mayor shall appoint, subject to the confirmation of the city council, five citizens of Boston, not members of the city council, to be members of the board of trustees of the public library, one of whom shall hold office for five years, one for four years, one for three years, and one for two years, and one for one year; and upon such election, and such appointment and confirmation, the terms of office of the trustees of the public library then holding office shall cease and determine. And annually thereafter, in the month of April in each year, the mayor shall appoint, subject to the confirmation of the city council, one citizen at large as a trustee of the public library, to serve for a term of five years from the first Monday in May in the year in which he shall be appointed. The trustees shall at all times be subject to removal from office for cause by a vote of two-thirds of each branch of the city council present and voting thereon. Whenever any vacancy shall occur in said board of trustees by death, resignation or otherwise, said vacancy shall be filled by the election or appointment, in the manner aforesaid, of another trustee, who shall hold office for the residue of the unexpired term. No member of said board of trustees shall receive any pecuniary compensation for his services.] \*

\* By the effect of Chap. 266 of the Acts of 1885, the appointment of the trustees rests with the mayor, subject to the approval of the board of aldermen. The members of the city council being declared ineligible, the number of trustees is thus, of necessity, reduced to five. Chapter 418 of the Acts of 1890 provides "that all members of boards and all trustees shall hold office for such terms as may be specified in the statutes creating them, and until their respective successors are appointed and confirmed, but such terms shall begin with the first day of May in the year of appointment." "Any officer appointed by the mayor and confirmed by the board of aldermen . . . may be removed by the mayor for such cause as he shall deem sufficient and shall assign in his order for removal."







SEC. 4. The members of said board shall meet for organization on the first Monday of each May, and choose one of their number as president. They shall have power to make such rules and regulations relating to said public library and its branches, and its officers and servants, and to fix and enforce penalties for the violation of such rules and regulations, as they may deem expedient: PROVIDED, that the same shall not be inconsistent with the provisions of this act, and shall be subject at all times to such limitations, restrictions and amendments as the city council may direct.

SEC. 5. [The said trustees shall have the general care and control of the central public library now located in Boylston street in said city and of all the branches thereof, which have been or which may hereafter be established, together with the buildings and rooms containing the same, and the fixtures and furniture connected therewith, and also of the expenditures of the moneys appropriated therefor.]\*

\* Amended by Acts 1887, Chap. 60, Sec. 1. See p. ??.

SEC. 6. The said board of trustees may appoint a superintendent or librarian with such assistants and subordinate officers as they may think necessary or expedient, and may remove the same, and fix their compensation: PROVIDED, that the amount thus paid shall not exceed the sum appropriated by the city council for that item of expense, and the income of any moneys which may lawfully be appropriated for the same purpose from funds or property held by said trustees under the provisions of this act.

SEC. 7. The city council shall have power to pass such ordinances not inconsistent herewith or repugnant to other laws of the Commonwealth as to the duties and authority of said board as they may from time to time deem expedient.

SEC. 8. This act shall take effect upon its passage.

*Approved April 4, 1878.*







## ACTS 1880. CHAPTER 222.

### **An Act in Relation to the Public Library of the City of Boston.**

BE IT ENACTED, ETC.:

SECTION 1. The city of Boston is hereby granted perpetual right to hold, occupy and control, free of rent or charge by the Commonwealth, for the purpose of erecting and maintaining thereon a building for the use of the public library of said city, a parcel of land now owned by the Commonwealth and situated in that part of said city called the Back Bay, on the southerly corner of Dartmouth and Boylston streets, bounded north-westerly by Boylston Street two hundred and sixty-four feet, north-easterly by Dartmouth Street one hundred and twenty-five feet, south-easterly by a private passage way twenty-five feet in width, two hundred and sixty-four feet, and south-westerly by other land of the Commonwealth one hundred and twenty-five feet, and containing thirty-three thousand square feet, more or less, together with all the right, title and interest of the Commonwealth in that part of said passage way adjoining said parcel, and with such rights as the Commonwealth may possess to close the same. The said library building and land shall be under the care and control of the trustees of the public library of the city of Boston, under the provisions of chapter one hundred and fourteen of the acts of the year eighteen hundred and seventy-eight. This grant is made, however, subject to the following stipulations, namely: — the city of Boston shall within three years from the date of the passage of this act commence the erection of a library building on said parcel of land, and shall in respect to such erection be subject to the restrictions heretofore contained in other conveyances by the Commonwealth of its land upon Boylston Street, and shall thereafter appropriately lay out and cultivate such ground around it as may not be occupied by the build-

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ing itself, and shall thereafter keep said grounds and building in a neat and ornamental condition; and that upon the opening of said library all the citizens of the Commonwealth shall have the perpetual right of access thereto, free of charge, under such reasonable regulations as said trustees may from time to time establish.

SEC. 2. In case the city of Boston shall after due notice given fail to commence the erection of the library building within three years, or shall use said land, or any portion thereof, for any purpose foreign to the uses for which it is granted, it shall be lawful for the Commonwealth, by its proper officers and servants, to take appropriate action in the courts of the Commonwealth, to the end that said parcel of land, or portion thereof, may be declared forfeited by the city of Boston, and the title therein be re-vested in the Commonwealth.

SEC. 3. This act shall take effect upon its passage.

*Approved April 22, 1880.*

## ACTS 1882. CHAPTER 143.

### **An Act to Authorize the City of Boston to Take Land for a Public Library.**

BE IT ENACTED, ETC.:

• SECTION 1. The city of Boston is hereby authorized and empowered to take and hold by purchase or otherwise, at any time within two years from the passage of this act, so much land within its limits as it may deem necessary for the erection thereon of a public library and for a yard for the same; and said city may appropriate and use therefor any land now owned by it.

SEC. 2. Said city shall, within thirty days from the time when it shall take any parcel or parcels of land under this act file in the office of the register of deeds for the county of Suffolk, and cause to be recorded therein, a description of the land so taken as certain as is required in a common conveyance of land,

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with a statement of the purpose for which said land is taken; which description and statement shall be signed by the mayor of said city. The said city shall be liable to pay all damages that shall be sustained by any person by reason of the taking of land as aforesaid; such damages to be ascertained and determined in the manner provided for ascertaining and determining damages in case of the laying out, altering or discontinuing of ways within the city of Boston.

SEC. 3. The provisions of law in relation to the assessment of betterments shall not be applicable to the taking of land under this act.

SEC. 4. This act shall take effect upon its passage.

*Approved April 10, 1882.*

## ACTS 1883. CHAPTER 141.

### **An Act Relating to the Limit of Time for the Erection of a Library Building by the City of Boston.**

BE IT ENACTED, ETC.:

SECTION 1. The provisions of chapter two hundred and twenty-two of the acts of the year eighteen hundred and eighty, relating to the grant of land on the Back Bay to the city of Boston for the purpose of erecting thereon a building for the public library, are hereby extended and continued in force for a further term of three years from the date of the expiration of the time limited in the act above cited.

SEC. 2. This act shall take effect upon its passage.

*Approved April 21, 1883.*

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## ACTS 1887. CHAPTER 60.

### **An Act to Amend Chapter One Hundred and Fourteen of the Acts of the Year Eighteen Hundred and Seventy-eight Incorporating the Trustees of the Public Library of the City of Boston.**

BE IT ENACTED, ETC.:

SECTION 1. Section five of chapter one hundred and fourteen of the acts of the year eighteen hundred and seventy-eight is hereby amended so as to read as follows: — The said trustees shall have the general care and control of the central public library in said city and of all branches thereof which have been or which may hereafter be established and the fixtures connected therewith and also of the expenditures of money appropriated therefor.

SEC. 2. The said board of trustees shall have full power and control of the design, construction, erection and maintenance of the central public library building, to be erected in the city of Boston, and are hereby fully authorized and empowered to select and employ an architect or architects to design said building and supervise the construction and erection thereof, and a superintendent or superintendents to take charge of and approve the work; but work upon said building shall not be commenced until full general plans for the building shall have been prepared, and no specific work shall be commenced until the same shall have been duly advertised, proposals for doing such work shall have been received from responsible parties, and contracts have been entered into with satisfactory guarantees for their performance.

SEC. 3. Said board shall semi-annually and whenever required by the mayor or city council, make and present in writing a particular report and a statement

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of all their acts and proceedings; and of the condition and progress of the work on said new building in process of erection by them.

SEC. 4. This act shall take effect upon its passage.

*Approved March 10, 1887.*

## ACTS 1889. CHAPTER 68.

### **An Act to Authorize the City of Boston to Incur Indebtedness Outside of the Debt Limit to Complete its New Public Library Building.**

BE IT ENACTED, ETC.:

SECTION 1. The city of Boston, for the purpose of enabling the trustees of the public library of the city of Boston to complete the new public library building Copley Square in said city, may incur indebtedness, and may authorize the city treasurer of said city to issue, from time to time, as the said trustees shall request, bonds or certificates of indebtedness, to an amount not exceeding one million of dollars, outside of the limit of indebtedness fixed by law for said city. Such bonds shall bear interest at a rate not exceeding four per cent. per annum, to be fixed as provided by the ordinances of said city.

SEC. 2. Said treasurer shall sell such bonds or certificates, or any part thereof, from time to time, and retain the proceeds thereof in the treasury of said city, and pay therefrom the expenses incurred by said trustees for the purposes aforesaid.

SEC. 3. The said trustees shall hold the land and building now used for the central public library on Boylston street in said city, and shall, on or before the maturity of said loan, sell, in behalf of the said city, the said land and building, in such manner and for such sum as they shall deem best, and shall pay over the proceeds of said sale to the board of commissioners of sinking funds of said city, and the said treasurer shall

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also pay over to said board any premiums received by him in the sale of such bonds or certificates. The said board shall place all amounts so paid to them by said trustees and by said treasurer into the sinking fund for the payment of the loan hereby authorized. *Said trustees in making a sale of said land and building may take a mortgage thereof to said city for such sum and on such terms as said trustees, with the approval of the mayor, shall deem best.\**

\* The words in *italics* were added by amendment. Acts 1897. Chapter 408.

SEC. 4. Except as hereinbefore otherwise provided, the provisions of chapter twenty-nine of the Public Statutes and of chapter one hundred and twenty-nine of the acts of the year eighteen hundred and eighty-four shall apply to the issue of such bonds, and to the establishment of a sinking fund for the payment thereof at maturity.

SEC. 5. This act shall take effect upon its passage.

*Approved March 1, 1889.*

## ACTS 1889. CHAPTER 379.

### **An Act to Authorize the City of Boston to Take Land for the Uses of the Public Library of Said City.**

BE IT ENACTED, ETC.:

SECTION 1. The city of Boston, for purposes connected with the public library of said city, may, through the agency of the board of street commissioners of said city, take a certain lot of land in said Boston, bounded south by Blagden street, twenty-five and a half feet; east by land known as the new public library lot; north by a passageway, twenty-five and a half feet, and west by a line parallel with and twenty-five and a half feet westerly from said library lot, together with the right to use said passageway in common with others having any right therein, and shall pay for the same

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with the proceeds of the loan authorized by chapter sixty-eight of the acts of the current year.

SEC. 2. The said board of street commissioners shall, within sixty days from the time of taking said land for the purposes of this act, cause to be recorded in the registry of deeds for the county of Suffolk a description of the land so taken as certain as is required in a common conveyance of land, and a statement of the purposes for which it was taken, which description and statement shall be signed by a majority of said board.

SEC. 3. The city of Boston shall pay all damages for injuries to property sustained by any person whose property is taken under authority of this act; and if the said board and any person whose property is taken cannot agree upon the amount of damages a jury of the superior court may be had to determine the same, in the same manner as a jury is had and damages are determined when parties are dissatisfied with an estimate of damages sustained by any person in the laying out of a highway in said city.

SEC. 4. This act shall take effect upon its passage.

*Approved May 28, 1889.*

## ACTS 1891. CHAPTER 324.

### **An Act to Authorize the City of Boston to Incur Indebtedness Outside its Debt Limit for the Purpose of Completing the New Public Library Building.**

BE IT ENACTED, ETC.:

SECTION 1. The city of Boston, for the purpose of enabling the trustees of the public library of the city of Boston to complete the new public library building in Copley square in said city, may, in addition to all indebtedness heretofore authorized, incur indebtedness and may authorize the city treasurer of said city to issue





from time to time as the said trustees shall request and the mayor of said city approve, bonds or certificates of indebtedness to an amount not exceeding one million dollars. Such bonds shall be payable in thirty years from their date, and shall bear interest at a rate not to exceed four per cent. per annum payable semi-annually and fixed by the said treasurer with the approval of the mayor.

SEC. 2. The indebtedness incurred under this act shall not be considered or reckoned in determining the authorized limit of indebtedness of the city of Boston under the provisions of section four of chapter twenty-nine of the Public Statutes as modified and amended by section two of chapter one hundred and seventy-eight of the acts of the year eighteen hundred and eighty-five.

SEC. 3. Said treasurer shall sell such bonds or certificates, or any part thereof, from time to time as required, and retain the proceeds thereof in the treasury of said city, and pay therefrom the expenses incurred by the said trustees for the purposes aforesaid, except premiums received by him from the sale of said bonds or certificates, which he shall pay to the board of commissioners of the sinking funds of said city to be applied to the purposes of the sinking fund for said loan.

SEC. 4. Except as herein otherwise provided the provisions of chapter twenty-nine of the Public Statutes and of chapter one hundred and twenty-nine of the acts of the year eighteen hundred and eighty-four shall apply to the issue of such bonds and to the establishment of a sinking fund for the payment thereof at maturity.

SEC. 5. This act shall take effect upon its passage.

*Approved May 11, 1891.*



## ACTS OF 1898. CHAPTER 410.

### **An Act to Establish a Board of Art Commissioners for the City of Boston.**

BE IT ENACTED, ETC.:

SECTION 1. An art department is hereby established in the city of Boston, to be under the charge of a board of five art commissioners, all of whom shall be citizens of the city of Boston, to be appointed by the mayor of said city, without confirmation. Said mayor shall, in the year eighteen hundred and ninety-eight, appoint one member of said board to serve for the term of five years, one for the term of four years, one for the term of three years, one for the term of two years, and one for the term of one year, each term beginning with the first day of May in said year; and thereafter said mayor shall, on or before the first day of May of each year, appoint one member of said board to serve for the term of five years beginning with said day. The members of said board shall be appointed by the mayor as follows: one from a list of three persons selected by the trustees of the Museum of Fine Arts, one from a list of three persons selected by the trustees of the Boston Public Library, one from a list of three persons selected by the trustees of the Massachusetts Institutes of Technology, one from a list of three persons selected by the Boston Arts Club and one from a list of three persons selected by the Boston Society of Architects; and whenever the term of a member of said board appointed from such a list expires, the mayor shall appoint his successor from a list selected by the body which made the original selection as aforesaid. The members of said board shall serve without compensation. Said board may appoint a secretary outside of its own membership, who shall serve without compensation.

SEC. 2. Hereafter no work of art shall become the property of said city by purchase, gift or otherwise

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unless such work of art, or the design for the same, together with a statement of the proposed location of the same shall first have been submitted to and approved by said board acting by a majority of all its members; nor shall any work of art, until so approved, be erected or placed in, over or upon, or allowed to extend in, over or upon any street, avenue, square, place, common, park, municipal building or other public place under the control of said city or any department or officer thereof. No existing work of art in the possession of said city shall be removed, relocated or altered in any way without the similar approval of said commission, and any such work of art shall be removed, relocated or altered in any way that may be ordered by a vote passed and approved, in writing, by all the members of said commission, and also approved by the mayor.

SEC. 3. When so requested by the mayor or the city council, said commission may in its discretion act in a similar capacity with similar powers, in respect to the design of any municipal building, bridge, approach, lamp, ornamental gate or fence, or other structure erected, or to be erected, upon land belonging to the city, and in respect to any arch, bridge, structure or approach which is the property of any corporation or individual, and extends in, over or upon any street, avenue, highway, park or public place; but this section shall not apply to structures authorized to be erected under the provisions of chapter five hundred of the acts of the year eighteen hundred and ninety-seven and shall not be construed as intended to impair the power of the board of park commissioners of said city to refuse its consent to the erection or acceptance of any public monument or memorial, or other work of art of any sort, within any park or public place in said city under the jurisdiction of said board.

SEC. 4. The term "work of art," as used in this act, shall apply to and include all paintings, mural decorations, statues, bas-reliefs, sculptures, monuments, fountains, arches, ornamental gateways and other struc-





tures of a permanent character intended for ornament or commemoration.

SEC. 5. If said commission fails to decide upon any matter submitted to it within sixty days after such submission, its decision shall be deemed unnecessary.

SEC. 6. All contracts or orders for the execution of any painting, monument, statue, bust, bas-relief or other sculpture for said city shall be made by said board, acting by a majority of all its members, subject to the approval of the mayor.

SEC. 7. Chapter one hundred and twenty-two of the acts of the year eighteen hundred and ninety is hereby repealed.

SEC. 8. This act shall take effect upon its passage.

*Approved May 11, 1898.*

## ACTS 1898. CHAPTER 475.

### **An Act Relative to the Completion of the Public Library Building in the City of Boston.**

BE IT ENACTED, ETC.:

SECTION 1. The Trustees of the Public Library of the City of Boston may expend not exceeding one hundred thousand dollars upon the Central Public Library building of said city on Copley Square, and upon the fittings thereof.

SEC. 2. The city treasurer of said city shall from time to time, on the request of the mayor, issue bonds of said city to an amount not exceeding one hundred thousand dollars, outside of the limit of indebtedness fixed by law for said city. Said bonds shall be registered or with interest coupons attached, and shall be issued for such terms, not exceeding twenty years, and bear such rate of interest, not exceeding four per cent. per annum, as said treasurer and mayor shall determine; and said treasurer shall sell said bonds as so

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requested, deposit the proceeds thereof in the treasury of said city, and pay therefrom the expenses incurred by said trustees for the purposes aforesaid.

SEC. 3. This act shall take effect upon its passage.

*Approved May 27, 1898.*

## ACTS 1900. CHAPTER 263.

### **An Act to Provide for the Transfer of the Harris Collection from the Charlestown Branch Library to the Central Library in the City of Boston.**

#### BE IT ENACTED, ETC.:

The Trustees of the Boston Public Library are hereby empowered to remove from the Charlestown Branch of the Boston Public Library to the central library the books, papers, pamphlets and other matter known as the "Harris Collection." Said trustees may also spend the interest of the Harris fund, under the conditions of the bequest, for books for this collection after its removal to the central library: PROVIDED, that said trustees shall spend in five yearly instalments a sum equal to the present accumulated interest of the Harris fund, for new books to replace those of the Harris collection removed in accordance with this act; and PROVIDED, ALSO, that a sum equal to the yearly interest of the Harris bequest shall be spent each year by said trustees for new books for the Charlestown branch. Should said trustees fail to comply with these conditions the Harris collection shall be returned to the Charlestown branch. Any agreement to the contrary of the fore-going appearing in the articles of annexation of the city of Charlestown to the city of Boston is hereby annulled. This act shall in no way affect the will of the late Charlotte Harris of Charlestown.

*Approved April 25, 1900.*

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ACTS 1909. CHAPTER 486.

**An Act Relating to the Administration of  
the City of Boston and to Amend the  
Charter of Said City.**

SECTION 9. All heads of departments and members of municipal boards, including the board of street commissioners, as their present terms of office expire (but excluding the school committee and those officials by law appointed by the governor), shall be appointed by the mayor without confirmation by the city council. They shall be recognized experts in such work as may devolve upon the incumbents of said offices, or persons specially fitted by education, training or experience to perform the same, and (except the election commissioners, who shall remain subject to the provisions of existing laws) shall be appointed without regard to party affiliation or to residence at the time of appointment except as hereinafter provided.

SECTION 10. In making such appointments the mayor shall sign a certificate . . .

The certificate shall be filed with the city clerk, who shall thereupon forward a certified copy to the civil service commission. The commission shall immediately make a careful inquiry into the qualifications of the nominee under such rules as they may, with the consent of the governor and council, establish, and, if they conclude that he is a competent person with the requisite qualifications, they shall file with the city clerk a certificate signed by at least a majority of the commission that they have made a careful inquiry into the qualifications of the appointee, and that in their opinion he is a recognized expert, or that he is qualified by education, training or experience for said office, as the case may be, and that they approve the appointment. Upon the filing of this certificate the appointment shall become





operative, subject however to all provisions of law or ordinance in regard to acceptance of office, oath of office, and the filing of bonds. If the commission does not within thirty days after the receipt of such notice file said certificate with the city clerk the appointment shall be void.

## REVISED LAWS.

### **Election by Municipal Boards.**

CHAP. 26. SEC. 7. No election of a city officer by a municipal body or board shall be valid unless made by a *viva voce* vote, each member who is present answering to his name when it is called by the clerk or other proper officer, stating the name of the person for whom he votes, or that he declines to vote. The clerk or other proper officer shall record every such vote.

*Enacted Nov. 21, 1901, to take effect Jan. 1, 1902.*

## SPECIAL ACT 1919. CHAPTER 116.

### **An Act Relative to the Authority of the Trustees of the Public Library of the City of Boston to Take and Hold Real and Personal Property.**

BE IT ENACTED, ETC., AS FOLLOWS:

Chapter one hundred and fourteen of the acts of eighteen hundred and seventy-eight is hereby amended by striking out section two and substituting the following: —

SECTION 2. Said corporation shall have authority to take and hold real and personal estate to an amount not exceeding ten million dollars, which may be given, granted, bequeathed or devised to it, and accepted by the trustees for the benefit of the public library of the city of Boston or any branch library, or any purpose

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connected therewith. Money received by it shall be invested by the treasurer of the city of Boston under the direction of said corporation; and all securities belonging to said corporation shall be placed in the custody of said treasurer: *provided, always*, that both the principal and income thereof shall be invested and appropriated according to the terms of the donation, devise or bequest.

*Approved April 2, 1919.*

## REVISED ORDINANCES. 1914.

CHAP. 2. SEC. 1. The Mayor shall appoint heads of departments and members of municipal boards and fill vacancies therein in the manner provided by statute. He shall, in the municipal year in which the term of the incumbent expires, appoint the following officers, to serve for the terms hereinafter specified; that is to say . . .

For the term of five years, beginning with the first day of May in the year of appointment: . . . one library trustee.

CHAP. 21. SEC. 1. The library department shall be under the charge of a board of five trustees, who shall adopt such measures as shall extend the benefits of the institution as widely as possible, and may from time to time establish branch libraries and delivery stations in different sections of the city; and shall annually appoint an examining committee of not less than five persons, not members of the board, who, with one of the board as chairman, shall examine the library and make to the board a report of its condition.

SEC. 2. The board shall, in its annual report, include a statement of the condition of the library, the number of books that have been added thereto during the year, the report of the committee appointed to examine the library, and the total amount of money received from fines and sales.





CITY OF BOSTON.

IN BOARD OF ALDERMEN, FEBRUARY  
11, 1895.

ORDERED, that the Trustees of the Public Library be requested to make such temporary lease or leases of the estate heretofore used for the Central Public Library on Boylston street, either in connection with any contract for the sale thereof, or pending such sale, as they may deem expedient, PROVIDED, the same be approved in writing by His Honor the Mayor, and that the income from such lease or leases be applied by said Trustees to fitting up and maintaining the West Church property on Cambridge street for library purposes so far as necessary, and the balance for the general uses and purposes of the Public Library.

Passed. Sent down for concurrence. February 14 came up concurred.

Approved by the Mayor February 18, 1895.

A true copy.

Attest: (signed) John T. Priest,  
Asst. City Clerk.

CITY OF BOSTON.

IN CITY COUNCIL.

ORDERED: That the sum of \$170,000 be appropriated, to be expended by the Trustees of the Public Library for the construction of an addition to the Central Library Building and for a new central heating plant for the Central Library Building and the proposed addition; and that to meet said appropriation the City Treasurer be authorized to issue, from time to time, on request of the Mayor, bonds or certifi-

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cates of indebtedness of the City of Boston to said amount.

*Approved by the Mayor November 24, 1915.*

#### IN CITY COUNCIL.

ORDERED: That the sum of \$130,000 be and hereby is appropriated to be expended by the Trustees of the Public Library Building for the purchase of a site for an addition to the Central Library Building; and that to meet said appropriation the City Treasurer be authorized to issue, from time to time, on request of the Mayor, bonds or certificates of indebtedness of the City of Boston to said amount.

*Approved by the Mayor November 24, 1915.*

#### IN CITY COUNCIL.

ORDERED: That under authority of chapter 261 of the Acts of 1893, the City Auditor be and hereby is authorized to transfer the unexpended balance of the appropriation for Central Library Building Addition, Site, amounting to \$5,305.16, to the appropriation for Central Library Addition, etc.

*Approved by the Mayor May 9, 1916.*

#### IN CITY COUNCIL.

ORDERED: That under authority of chapter 261 of the Acts of 1893, the City Auditor be and hereby is authorized to transfer the sum of \$9,200 from the appropriation for Meridian Street Bridge to the appropriation for Library Department, Central Library Building Addition, etc.

*Approved by the Mayor March 8, 1917.*

[PRINTED AS PROOF.]





SPECIAL ACTS, 1919

AN ACT RELATIVE TO THE AUTHORITY OF THE TRUSTEES OF  
THE PUBLIC LIBRARY OF THE CITY OF BOSTON TO TAKE  
AND HOLD REAL AND PERSONAL PROPERTY.

Be it enacted, etc., as follows:

Chapter one hundred and fourteen of the acts of eighteen hundred and seventy-eight is hereby amended by striking out section two and substituting the following:--Section 2. Said corporation shall have authority to take and hold real and personal estate to an amount not exceeding ten million dollars, which may be given, granted, bequeathed or devised to it, and accepted by the trustees for the benefit of the public library of the city of Boston or any branch library, or any purpose connected therewith. Money received by it shall be invested by the treasurer of the city of Boston under the direction of said corporation; and all securities belonging to said corporation shall be placed in the custody of said treasurer: provided, always, that both the principal and income thereof shall be invested and appropriated according to the terms of the donation, devise or bequest.

Approved April 2, 1919



C O P Y  
Chapter 50

THE COMMONWEALTH OF MASSACHUSETTS

In the year One Thousand Nine Hundred and Thirty-one

An Act authorizing the Trustees of the Public Library of the City of Boston to take and hold Additional Real and Personal Property.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows: Section two of chapter one hundred and fourteen of the acts of eighteen hundred and seventy-eight, as amended by chapter one hundred and sixteen of the Special Acts of nineteen hundred and nineteen, is hereby further amended by striking out, in the third line, the word "ten" and inserting in place thereof the word:- twenty,- so as to read as follows:- Section 2. Said corporation shall have authority to take and hold real and personal estate to an amount not exceeding twenty million dollars, which may be given, granted, bequeathed or devised to it, and accepted by the trustees for the benefit of the public library of the city of Boston or any branch library, or any purpose connected therewith. Money received by it shall be invested by the treasurer of the city of Boston under the direction of said corporation: and all securities belonging to said corporation shall be placed in the custody of said treasurer: provided, always, that both the principal and income thereof shall be invested and appropriated according to the terms of the donation, devise or bequest.

House of Representatives February 16, 1931.

Passed to be enacted, LEVERETT SALTONSTALL Speaker.

In Senate, February 17, 1931.

Passed to be enacted, GASPAR G. BACON President.

February 20th, 1931.

Approved, JOSEPH B. ELY Governor

THE COMMONWEALTH OF MASSACHUSETTS

Office of the Secretary  
Boston, Feb. 27, 1931.

A True Copy.  
Witness the Great Seal of the Commonwealth.

(signed) F. W. COOK

Secretary of the Commonwealth.





AN ACT AUTHORIZING THE TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON TO PETITION IN EQUITY FOR AUTHORITY TO INVEST AND APPROPRIATE FUNDS AND PROPERTY HELD BY THEM IN ACCORDANCE WITH SUCH FINAL DECREE AS THE COURT SHALL MAKE, AND TO AUTHORIZE SAID TRUSTEES TO INVEST AND APPROPRIATE IN ACCORDANCE WITH THE COURT'S FINAL DECREE.

Be it enacted, etc., as follows:

Section two of chapter one hundred and fourteen of the acts of eighteen hundred and seventy-eight, as amended by chapter one hundred and sixteen of the Special Acts of nineteen hundred and nineteen and by chapter fifty of the acts of nineteen hundred and thirty-one, is hereby further amended by adding at the end the following sentence:-- But nothing herein contained shall restrict said corporation from bringing a petition in equity in the probate court or the supreme judicial court to be permitted to invest or appropriate the principal or income of funds or property held by said corporation in such manner as said court may by final decree authorize; and said corporation is hereby authorized to invest and appropriate in accordance with such decree,-- so as to read as follows:--Section 2. Said corporation shall have authority to take and hold real and personal estate to an amount not exceeding twenty million dollars, which may be given, granted, bequeathed or devised to it, and accepted by the trustees for the benefit of the public library of the city of Boston or any branch library, or any purpose connected therewith. Money received by it shall be invested by the treasurer of the city of Boston under the direction of said corporation; and all securities belonging to said corporation shall be placed in the custody of said treasurer: provided, always, that both the principal and income thereof shall be invested and appropriated according to the terms of the donation, devise or bequest. But nothing herein contained shall restrict said corporation from bringing a petition in equity in the probate court or the supreme judicial court to be permitted to invest or appropriate the principal or income of funds or property held by said corporation in such manner as said court may by final decree authorize; and said corporation is hereby authorized to invest and appropriate in accordance with such decree.

Approved April 30, 1943.



C O P Y

Chapter 167.

THE COMMONWEALTH OF MASSACHUSETTS

In the Year One Thousand Nine Hundred and Fifty-three

An Act authorizing the Trustees of the Public Library of the City of Boston to take and hold additional real and personal property.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:  
Section 2 of chapter 114 of the acts of 1878, as most recently amended by chapter 218 of the acts of 1943, is hereby further amended by striking out the first sentence and inserting in place thereof the following sentence: - Said corporation shall have authority to take and hold real and personal estate to an amount not exceeding fifty million dollars, which may be given, granted, bequeathed or devised to it, and accepted by the trustees for the benefit of the public library of the city of Boston or any branch library, or any purpose connected therewith.

House of Representatives, March 5, 1953.

Passed to be enacted, CHARLES GIBBONS Speaker.

In Senate, March 9, 1953.

Passed to be enacted, RICHARD I. FURBUSH President.

March 12, 1953.

Approved,

CHRISTIAN L. HERTER

Governor.





# BY-LAWS OF THE TRUSTEES.

## ARTICLE I.

Adopted December 3, 1895, As in force.

### **Officers of the Corporation.**

SECTION 1. The Officers of the Corporation shall be a President, Vice-President, and Clerk, who shall be chosen by *viva voce* vote at the annual meeting on the first Monday of May in each year; but if any vacancy shall occur by the death, resignation, inability to act, or other cause, of any of said officers such vacancy may be filled by the Trustees at any special meeting called for the purpose, and the notices thereof shall state the objects of the meeting.

SEC. 2. The President shall preside at all meetings of the Corporation, sign all pay-rolls and all requisitions upon the City Auditor, and all drafts or checks upon funds on deposit in London in payment for purchases made by the Trustees.

SEC. 3. In the absence or disability of the President the Vice-President shall perform all the duties of the President.

SEC. 4. The Clerk shall be sworn to the faithful performance of his duties, shall attend all meetings of the Corporation, keep a full record of its proceedings, and shall be the custodian of all its records and papers.

## ARTICLE II.

### **Meetings of the Corporation.**

SECTION 1. The annual meeting of the Corporation shall be held on the first Monday of May in each year.

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There shall be regular fortnightly meetings of the Corporation on Friday at four o'clock in the afternoon.

Special meetings shall be called by the Clerk whenever directed by the President in writing, or requested in writing by two Trustees.

SEC. 2. Written notice of all special meetings shall be sent by mail post-paid to each Trustee at least three days before the meeting.

SEC. 3. All meetings of the Corporation shall be held in the Trustees' Room at the Central Library, unless otherwise ordered by vote of the Corporation at a previous meeting.

SEC. 4. Three Trustees shall constitute a quorum to do business.

### ARTICLE III.

#### Order of Business.

SECTION 1. The order of business at the regular meetings of the Trustees other than the annual meeting shall be as follows:

1. Reading of the record of proceedings of the previous meeting.
2. Business required by law or by ordinance, and communications from the City Government or any branch thereof.
3. Unfinished business.
4. Librarian's report.
5. Reports of committees, correspondence.
6. Miscellaneous business.

### ARTICLE IV.

#### Library Officers.

SECTION 1. The officers of the Library shall be:

The Librarian.

The Assistant Librarian.





The Auditor.  
The Chief of the Catalogue and Shelf Department.  
The Chief of the Special Libraries Department.  
The Chief of the Department of Statistics.  
The Custodian of Bates Hall.  
The Supervisor of Branches.  
The Chief of the Ordering Department.  
The Chief of the Issue Department.  
The Supervisor of Work with Children.  
The Chief Engineer.

### **Of the Librarian.**

SECTION 2. The Librarian shall, under the Trustees, have the general charge, management and control of the Library and its branches, and of all persons employed therein, and shall have the custody of all property, real and personal, owned by or under the control of the Corporation, for which no other provision is made.

At each regular meeting the Librarian shall make a written report to the Trustees containing his recommendations for the purchase of books and supplies and for any changes in service or in the work of the Library.

### **Of the Assistant Librarian.**

SECTION 3. The Assistant Librarian shall, under the Librarian, have charge of the details of the administration of the Library and its Branches, and in the absence or disability of the Librarian shall exercise the powers, and perform the duties of that officer.

### **Of the Auditor.**

SECTION 4. The Auditor shall examine and audit all bills and accounts due from the Library, keep a record of receipts from fines, and from the sales of catalogues, and other sources, and prepare the pay-rolls, and all requisitions upon the City Auditor.



The Auditor shall also keep books of account showing accurately all expenditures of the city appropriation, the income of each of the trust funds and expenditure thereof; and at the first regular meeting of the Trustees in each month shall make a report showing the receipts and expenses of the Library for the previous month and for the current year, and its financial condition. This officer shall submit also monthly, for allowance with other bills presented, a statement, with vouchers, of sums expended through this office for postage, expressage, cleaning, bills for books the total cost of which in each case does not exceed ten dollars, and other bills required to be paid in cash out of the Library moneys in the Auditor's hands.

All bills and accounts audited by the Auditor, if then approved by the Librarian, shall be presented to the Trustees for allowance at the meeting next preceding the fifteenth day of each and every month, but in case of special exigency, bills may be presented for allowance at other meetings of the Trustees.

#### **Of the Chief of the Catalogue and Shelf Department.**

SECTION 5. The Chief of the Catalogue and Shelf Department shall have charge of the persons employed therein, of the various catalogues, and of all matters relating to the location and condition, and the preparation for binding, of books and periodicals, and shall at least once a year make a careful examination of the books and report in writing the number and condition thereof to the Librarian, who shall lay the same before the Trustees.

#### **Of the Chief of the Special Libraries Department.**

SECTION 6. The Chief of the Special Libraries Department shall have charge of all books, photographs, lantern slides, and all special collections placed





on the Special Libraries Floor, and shall be responsible for books and other library material issued from his Department, and for exhibitions held at the Central Library or the branches; and the control of all persons employed in the department.

#### **Of the Chief of the Department of Statistics.**

SECTION 7. The Chief of the Department of Statistics shall have charge of such works on political and social economy, statistics and public documents as may be intrusted to his care by the Trustees or Librarian. He shall also be responsible for the correspondence relating to his department, and be custodian of the collections of the American Statistical Association.

#### **Of the Custodian of Bates Hall.**

SECTION 8. The Custodian of Bates Hall shall be charged with the supervision of the reference collection, and of the service in that Hall and the preservation of order and quiet therein.

#### **Of the Supervisor of the Branches.**

SECTION 9. The Supervisor of the Branches shall have charge of the persons employed in his Department, inclusive of the Branches, Reading Rooms, Deposit Stations, and Shipping Room, and of all matters relating to the service, maintenance, and equipment of rooms and buildings under his supervision, subject to the control of the Trustees and Librarian. He shall also be responsible for the reception and delivery of books and all other Library property passing to and from the Central Library and its adjuncts.

#### **Of the Chief of the Ordering Department.**

SECTION 10. The Chief of the Ordering Department shall have charge of all matters relating to the



ordering and receiving of books voted to be purchased, or received by gift, and the control of all persons employed in that Department.

#### **Of the Chief of the Issue Department.**

SECTION 11. The Chief of the Issue Department shall have charge of all matters relating to the issue and reception of books delivered for home use, except those issued through the Branch Divisions, and the issue and reception of books for use in Bates Hall, and control of all persons assigned to the Issue Department.

#### **Of the Supervisor of Work with Children.**

SECTION 12. The Supervisor of Work with Children shall have charge of the persons engaged in work with children in the Central Library, and share with the Supervisor of Branches the oversight of such work elsewhere in the Library system; and shall select books, subject to the approval of the Librarian, for use in the children's rooms of the Library.

#### **Of the Chief Engineer.**

SECTION 13. The Chief Engineer shall, under the Librarian, have charge of all persons employed in the Engineer and Janitor Departments of the Central Library Building, shall superintend the work of the Repair Department, and have the general custody of the Central Library Building.

### **ARTICLE V.**

#### **Of the Library Service.**

SECTION 1. All persons employed in the Library shall be at their posts promptly every morning when the Library opens, and remain there during the hours





of their regular duty. The ordinary Library day begins at 9 A.M. This means that employees are to be not merely in the building, but at their posts ready for work at 9 A.M. A similar rule applies to the departments where a special schedule of hours is in force.

SEC. 2. Vacations are to be allowed as follows: to all persons regularly employed in the Engineer and Janitor Departments, or in the Bindery and Printing Departments, exclusive of person employed solely in clerical work, at the rate of twelve days for each year in the service; to all other persons regularly employed in the Library service, at the rate of twenty-four days for each year in the service. Vacations are to be arranged by the Librarian and to be exclusive of the weekly half holidays allowed by the City Ordinance. No allowance shall be made for absence from duty except as above provided.

SEC. 3. The President or Librarian shall have power to suspend with loss of pay, any person in the Library service until the first succeeding meeting of the Corporation.

SEC. 4. No book or other publication shall be received at the Library or any of its branches for show or distribution; nor shall any subscription paper for any purpose whatsoever be placed therein, except by vote of the Corporation.

SEC. 5. Officers and Chiefs of Departments shall enforce these rules, and all persons employed in the Library service must report at once any breach of them that may come to their notice.

SEC. 6. Any violation or neglect of the rules prescribed by the Corporation will be cause for dismissal.

SEC. 7. Each officer shall perform his duties under the general direction of the Librarian, and all officers of the Library are expected to afford all possible assistance to persons using the Library or its branches.



## ARTICLE VI.

### **Examinations.**

SECTION 1. When expedient, examinations shall be held under the direction of the Librarian, for admission, by promotion or otherwise, to all grades of employment in the Public Library, except the positions of Librarian, Assistant Librarian, Auditor, Chief of Catalogue and Shelf Department, Custodian of Bates Hall, Chief of Ordering Department, Chief of Issue Department, Supervisor of Work with Children, Chief of the Department of Statistics, Chief of the Special Libraries Department, Supervisor of Branches, Chief of Printing Department, and Chief of Bindery.

From the list of those persons who have successfully passed the examinations of the grade in which they seek employment, appointments shall be made by the Trustees upon nomination by the Librarian in consultation with the Chief of the department in which the appointment is to be made.

## ARTICLE VII.

All previous By-Laws are hereby repealed, and these By-Laws may be amended by vote of a majority of the Trustees at any meeting of the Corporation, the notice for which shall state that amendments will be proposed.





# RULES AND REGULATIONS.

Revised to October, 1922.

## ARTICLE I.

### **Of Persons permitted to use the Library.**

SECTION 1. The Library shall be free to all persons who come to it for reading or study during the hours when it is open to the public, and who submit themselves to its rules.

SECTION 2. Books may be borrowed from the Library for use at home by all persons registered as card-holders under the rules contained in Article II.

SECTION 3. All persons included under the following heads may be registered as card-holders:

*First.* Inhabitants of the City of Boston, of age and maturity equivalent to that of the third grade in the public schools, who can write their names and addresses legibly in ink. An inhabitant shall be defined as a legal resident of Boston.

*Second.* Students enrolled in schools or educational institutions in Boston, which enter into a satisfactory agreement to make good all loss or damage resulting from the loan of books to their students.

*Third.* Persons sojourning in Boston for a limited period, who give satisfactory references and provide security against loss or damage resulting from the loan of books to them.

*Fourth.* Officers and enlisted men of the United States Army and Navy stationed in Boston and its vicinity.

*Fifth.* Members of the Boston Society of Architects, the Boston Society of Civil Engineers, and the Boston Society of Landscape Architects.

*Sixth.* Business organizations established in Boston, which furnish security approved by the Trustees; in the case of such organizations the card granted shall



be a Special Privilege Card, restricted to books needed in connection with the business, to be used only by properly qualified employees.

SECTION 4. In addition to their regular Library Cards, Special Privilege Cards may, upon written application, be granted by the Librarian to persons giving instruction in any institution of learning in the City of Boston, and to clergymen officiating in Boston.

SECTION 5. The Trustees may at their discretion grant Special Privilege Cards to other persons who may make written application to use the Library; the application must specify their reasons for desiring library privileges, and must give satisfactory references.

SECTION 6. With the approval of the Librarian, any person not entitled to registration may be given special permission to borrow books from the Library, upon depositing the value thereof if required; books thus lent shall be subject to the same conditions as if they had been borrowed on a Library Card. Each such special loan shall be a separate transaction, and shall not be regarded as a precedent for further loans.

SECTION 7. Subject to the approval of the Librarian, and under such regulations as he may prescribe, books which are not restricted to use within the building, and which can be spared from the Library, may be lent temporarily to other responsible public or institutional libraries; *provided*, however, that books so lent are needed for purposes of serious study, and that they cannot easily be obtained by the applicant library.

## ARTICLE II.

### Of Registration and Library Cards.

SECTION 1. Application for registration as a cardholder may be made at the Central Library, or at any of the Branch Libraries or Reading Rooms; but no person shall be registered in more than one place, nor, except as provided in Section 4 of Article I, shall any person be entitled to more than one Library Card.





SECTION 2. Every application for registration shall be in writing, and shall be personally signed in ink by the applicant, in the presence of a Library attendant. It shall contain the applicant's full name and address, the name of his occupation, and an agreement to obey and to be bound by the rules of the Library. The applicant must also give, for reference, the name and address of a resident of Boston, who shall not (except in the case of the parents or guardians of children) be a relative.

SECTION 3. An applicant for a Library Card under the second clause of Section 3 of Article 1 must present a certificate from the institution in which he is enrolled, to the effect that he is qualified to be registered under that clause.

SECTION 4. Business firms and other institutions applying for Library Cards must address the Trustees in writing, using blank forms provided for the purpose.

SECTION 5. An applicant for a Special Privilege Card must state, in addition to the name, address, and occupation of the applicant, his reason for desiring special library privileges, the subjects in which he desires books on special terms, the number of books wanted at a time, and the length of time that he wishes to keep them.

SECTION 6. If the Registration Clerk is satisfied that an application is correctly made out, and that the facts therein are as stated, he shall register the applicant, and issue a Library Card to him; the Card shall bear the name and address given in the application, and the date on which the card will expire.

SECTION 7. The Card of a resident shall be good for two years; a non-resident's Card shall be good for the period, not to exceed two years, that the holder remains in the city; a student's card shall be valid only during the school year. Special Privilege Cards, including those issued to business organizations, shall expire at the end of the period for which they are issued.

SECTION 8. On the expiration of the period for which a Library Card is issued, or at any later time, it will be at once renewed for a similar period, when



presented to the Registration Clerk by its registered holder or his agent; provided always that all books charged upon it have been returned and fines paid, and that its holder is still entitled to registration. But the cards of non-residents, including students, shall not be subject to renewal; a new application must be presented for each such card issued.

SECTION 9. A Library Card shall entitle its holder to borrow books from the Central Library or any of its Branches or Reading Rooms.

SECTION 10. If the holder of a Card changes his residence from the place recorded thereon, he must give to the Registration Clerk immediate notice of such change, or the Card may be forfeited.

SECTION 11. The registered holder of a Card shall in all cases be responsible for books borrowed by means of it, by whomsoever it may be presented.

SECTION 12. If the registered holder of a Library Card lends or transfers it to any other person, except a relative living at the same address, the card shall be detained when presented at the Library, and the registration upon which it was issued may be cancelled, by order of the Librarian; but any card-holder may apply for books through a messenger.

SECTION 13. A Library Card may be detained temporarily or revoked for breach of any rule or regulation of the Library.

SECTION 14. In case a registration is cancelled by reason of the infraction of any of the rules of the Library, no new registration shall be granted except by order of the Trustees.

SECTION 15. If a Card is lost, notice of the loss must be given at the Library immediately; after the lapse of fifteen days from the date of such notice a duplicate Card may be issued. The loss of a Card shall not, however, terminate the responsibility of the registered holder thereof for its use. If a lost Card is found by the holder, the duplicate must be returned at once to the Registration Clerk.





### ARTICLE III.

#### **Of the Borrowing and Return of Books.**

SECTION 1. In order to borrow a book, the applicant must present to the attendant a call-slip on which are written the call-number of the book desired and the name and address of the card-holder, together with the Library Card upon which the date of the loan is to be recorded.

SECTION 2. The Card must be presented with every book returned; otherwise, it may be detained for at least one day when next presented.

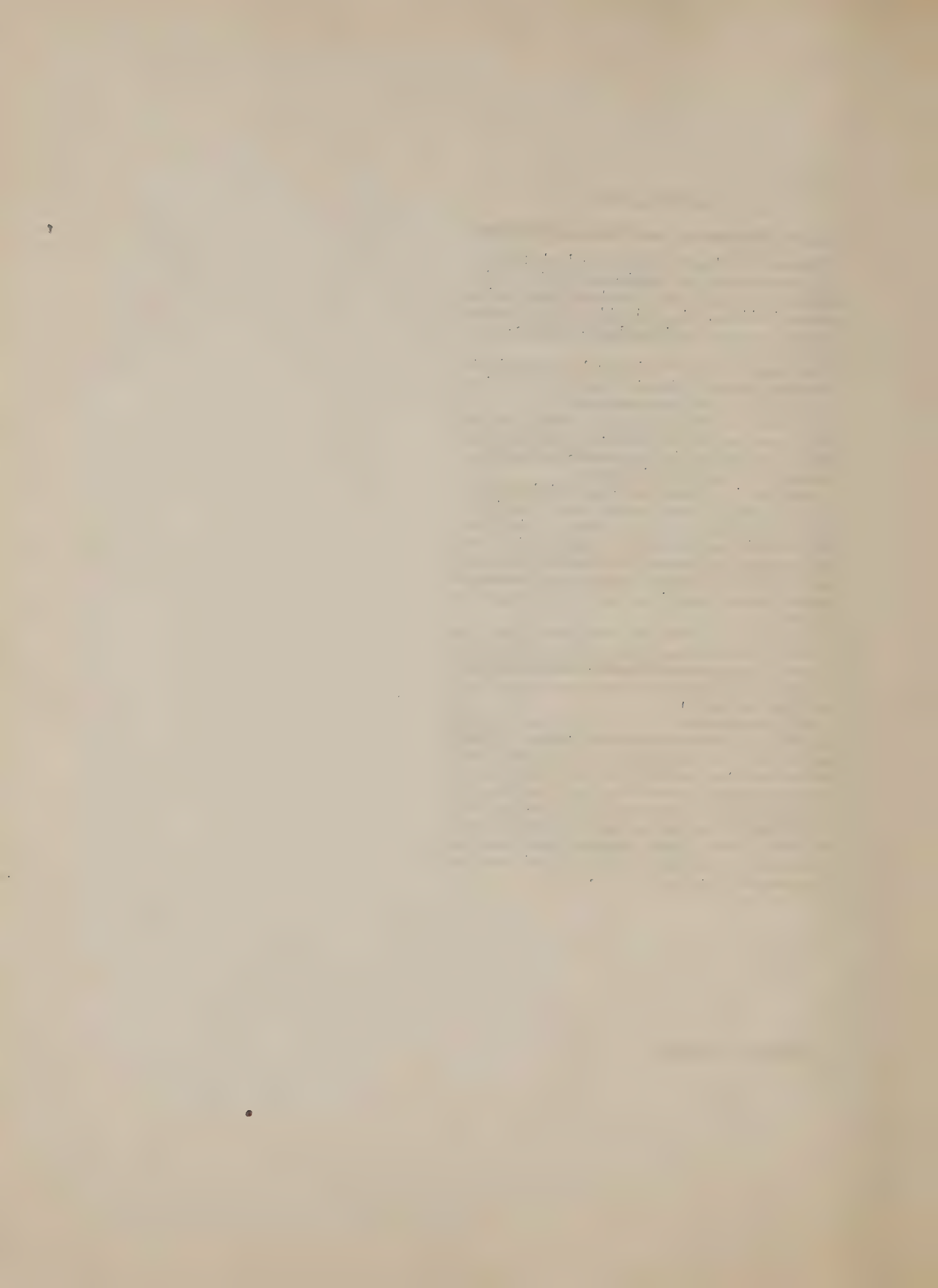
SECTION 3. When a book is returned, the date of its return must be recorded on the Card; the holder of the Card shall be held responsible for each book borrowed until such record is made.

SECTION 4. Irrespective of the period for which they are issued, all books must be returned to the Library whenever the Trustees so order. A fine of one dollar shall be incurred for each volume detained after the date set by the Trustees, who shall give reasonable notice of the recall of books, either by special announcement or by publication in one or more newspapers of the city.

SECTION 5. During the period from June 1 to October 1 in each year, books will be issued at the Central Library and at all Branch Libraries and Reading Rooms for an extended term, in accordance with the following plan:

a. At the discretion of the official in charge, four or more books, of which not more than two may be fiction, may be issued for the extended term on an adult's Card, or two books on a minor's Card, if presented by the parent; they may be borrowed at any time during the period, and returned at any time up to October 15.

b. Books will be lent for the extended period both on regular Library Cards, excepting those of non-residents, and on the Special Privilege Cards issued to clergymen and teachers.



c. Application for such issue must be made on the special call-slips provided, and, in the case of persons going out of the city, both permanent and summer addresses must be given. Attendants must make a clear record of the extension of time on the Card when charging books.

d. Books, accompanied by Library Card, may be returned by parcel post or express, but the Library does not undertake to send other books in exchange; after their return, however, new books will be issued on the same terms at any time during the summer, either to the card-holder or to his messenger.

e. Books borrowed for summer reading shall be subject to the usual fines if not returned by October 15.

f. Books issued for the extended term are subject to recall, should circumstances require their return.

SECTION 6. Books borrowed at the Central Library, or at any Branch Library or Reading Room, may be returned at any Library or Reading Room in the system.

SECTION 7. A book returned to the Library shall not be reissued to the same person until twenty-four hours have elapsed after the time of its return, nor shall it be transferred from one Card to another.

#### ARTICLE IV.

##### **Of Books which may be Borrowed from the Library.**

SECTION 1. A Library Card shall regularly entitle its holder to have four books from the Library at the same time; except in the case of children below the age of sixteen years, who shall be entitled to only two books at a time. The officer in charge of the Central Library or any Branch Library may, however, permit two or more volumes of a single work to be charged as one book.

SECTION 2. No work of fiction or book for the young, published less than a year before the date of borrowing, shall be retained by the borrower for more



than seven days, no current periodical for more than four days, and no other book for more than fourteen days after the date on which it was lent; except in the case of books issued on Special Cards or Special Permits on which a longer time is expressly allowed.

SECTION 3. No person shall be permitted to have out of the Library more than one seven-day book, nor may he have more than two works of fiction at a time.

SECTION 4. Works of fiction and current numbers of periodicals (issued for four days) shall not be issued on Special Privilege Cards of teachers, clergymen, or business organizations. "Seven-day fiction" shall not be issued on the cards of non-residents.

SECTION 5. The Special Privilege Cards issued to teachers, clergymen, and other persons shall entitle their holders to the number of books named on the Card, for the period named. A Card on which a subject of study is mentioned shall entitle its holder only to books relating to that subject, the scope of which shall, however, be liberally interpreted. The Cards issued to business organizations shall entitle their holders only to books needed in connection with their business, to be used by properly qualified employees. If the privileges granted are abused, the Special Card may be revoked at any time.

SECTION 6. Photographs and other mounted pictures may be borrowed by clubs and schools in the City of Boston, for a period not exceeding ten days.

SECTION 7. Lantern slides may be borrowed at the Central Library for a period not exceeding three days, for use in the City of Boston, in connection with educational lectures at which no fee is charged. The slides must be called for at the Central Library, and returned there; they will be lent only at the borrower's risk, and on condition that the lantern in which they are to be used is provided with a water-cooling device.





## ARTICLE V.

### **Of Restrictions upon the Lending of Books.**

SECTION 1. Books upon the lending of which there are restrictions shall have one or more stars (\*) placed against their call-numbers in the catalogues, and stars, together with other marks indicating the nature of the restrictions, shall be placed within the books themselves.

SECTION 2. No book so marked as to indicate a restriction imposed by terms of gift or bequest shall in any case be taken from the Library building. Other books restricted in circulation may be issued for home use upon permission of a Trustee, of the Librarian, or of any officer empowered by the Librarian to give such permission.

SECTION 3. Certain classes of books, such as dictionaries, encyclopaedias, bound volumes of pamphlets, works of fiction purchased for "Hall use," periodicals and society transactions and works of genealogy and town history more than ten years old, and many books concerning which the conditions have changed since they were added to the Library, are generally restricted to use within the building.

## ARTICLE VI.

### **Of the Use of Books in the Library Building.**

SECTION 1. All books and periodicals belonging to the Library may be used in the Library building by any suitable person, in such place and under such conditions as may be prescribed; but exceptionally rare and costly books shall be examined only in the presence of a Library attendant.

SECTION 2. Books or periodicals desired for use only in the Library building will be furnished to readers upon presentation of the proper call-slip, correctly filled out with the name and address of the borrower and the number and volume of the book or periodical desired.



SECTION 3. Books or periodicals lent for use in the Library building shall not, without permission, be removed from the room in which they are delivered to the borrower thereof, but shall be returned by him to the attendant in charge before leaving the room.

SECTION 4. Tracings from books and pictures belonging to the Library may be made only by permission, and with the use of transparent gelatine sheets, which will be furnished without charge at the desks.

## ARTICLE VII.

### Of Fines.

SECTION 1. Any person who detains a volume beyond the time for which it is lent shall pay a fine of two cents for each and every day of such detention, and one cent for the notice of detention, which will be sent by post when the book has been overdetained five days. For every two weeks that a book is detained beyond the limit, there shall be an additional fine of twenty-five cents. Fines shall continue to run for a period of four weeks from the time when the book should have been returned, unless prior to the expiration of that period the borrower reports the book as lost and pays the full cost of replacing it, together with the fines accrued to the date of such payment by him. No refund will be allowed on a book reported lost and paid for, after the expiration of two weeks from such payment.

SECTION 2. Willingness to pay the fine does not entitle the holder to detain a book beyond the prescribed period.

SECTION 3. A book detained for more than four weeks shall be considered lost, and the person detaining it shall, in addition to accrued fines, pay the full cost of replacing it.

SECTION 4. No book shall be delivered to any person, or upon his Library Card, until all fines and charges due from him are paid.

*Provided*, however, that a fine incurred by a child under sixteen years of age, and remaining unpaid, may





be remitted at the end of six months, and the child restored to the enjoyment of all the privileges of the Library.

SECTION 5. Borrowers are expected to bear in mind the date at which a book is to be returned. No claims to exemption from fines can be established on account of failure or delay in transmission of any notice.

SECTION 6. The attention of borrowers is called to the following provision of law:

REVISED LAWS OF THE COMMONWEALTH OF  
MASSACHUSETTS.

[CHAPTER 208, SECTION 84.]

Whoever wilfully, intentionally and without right, or wantonly and without cause, detains a book, newspaper, magazine, pamphlet, or manuscript which belongs to a law, city, town or other public or incorporated library for thirty days after notice in writing from the librarian thereof, containing a copy of this section and given after the expiration of the time which, by the regulations of such library, such book, newspaper, magazine, pamphlet, or manuscript may be kept, shall be punished by a fine of not less than one nor more than twenty-five dollars or by imprisonment for not more than six months.

Violations of this statute will be prosecuted.

ARTICLE VIII.

**Of Injury to Books.**

SECTION 1. All books and periodicals must be handled with care. Readers are forbidden to write or mark in books or periodicals, or to turn down the corners of the leaves, or to tear or cut them, or in any other way to injure or deface them.

SECTION 2. All injuries to books beyond a reasonable wear, and all losses of books, shall be made good to the satisfaction of the Librarian by the person liable therefor.

SECTION 3. The attention of readers and borrowers is called to the following provision of law:



REVISED LAWS OF THE COMMONWEALTH OF  
MASSACHUSETTS.

[CHAPTER 208, SECTION 83.]

Whoever wilfully, intentionally and without right, or wantonly and without cause, writes upon, injures, defaces, tears or destroys a book, plate, picture, engraving, map, newspaper, magazine, pamphlet, manuscript, or statue which belongs to a law, city, town or other public or incorporated library shall be punished by a fine of not less than five nor more than fifty dollars or by imprisonment for not more than six months.

Violations of this statute will be prosecuted.

ARTICLE IX.

**Of the Right to take Books from the Shelves.**

SECTION 1. Except by the express permission of the Librarian or his representative, books other than those placed in a public room for general reference or in alcoves or on shelves open to the public, shall be taken from the places assigned to them on the shelves only by persons employed in the Library service in the performance of their prescribed duties.

ARTICLE X.

**Of Abuse of the Privileges of the Library.**

SECTION 1. All conversation and conduct inconsistent with the quiet and orderly use of the Library is strictly forbidden.

SECTION 2. All persons using the Library must conduct themselves in such manner as not to interfere with others or cause annoyance to them; to this end all annoying and disagreeable behavior is strictly prohibited.

SECTION 3. Any person who abuses the privileges of the Library by unbecoming conduct, or by violation of any of the rules and regulations, or by the defacement of books in any way, or in any other manner, shall be reported to the Librarian, and may be thenceforth

[PRINTED AS PROOF.]



excluded from the Library for a period dependent on the nature and degree of the offense; but, in cases requiring immediate action, the officer in charge of the Central Library or any Branch Library may act summarily, and cause the offender to be at once expelled from the building.

SECTION 4. Any person who defaces a catalogue card, or removes it from a drawer, may be debarred from the privileges of the Library for two or more weeks, at the discretion of the Librarian.

SECTION 5. The Library attendants shall see that all rules are strictly obeyed; but they shall always act courteously and discreetly, and not rudely or arbitrarily. They shall at all times give proper information to persons using the Library, and shall help them to use the Library to the best advantage.

SECTION 6. Cases of incivility or neglect on the part of attendants should be reported to the Librarian. Complaints and suggestions in regard to the use or management of the Library may be deposited in the locked boxes provided for that purpose in the Central Library and each Branch Library and Reading Room, or they may be sent directly to the Librarian. No attention will be paid to complaints unless they are signed with name and address.

## ARTICLE XI.

### **Of the Days and Hours when the Library shall be Open.**

SECTION 1. The Central Library shall be open every day in the year except Independence Day (July 4), Thanksgiving Day (the last Thursday in November), Christmas Day (December 25), and such other days as the Trustees or the President of the Board may order. The building shall be open for public inspection, but not for the circulation or consultation of books, from 12 M. to 6 P.M., on New Year's Day (January 1), Washington's Birthday (February 22), Patriots' Day (April 19), Memorial Day (May 30), Bunker





Hill Day (June 17), Labor Day (the first Monday in September), and Columbus Day (October 12). The Branches and Reading Rooms shall be closed on all the days mentioned above. When any of these holidays falls on Sunday, the regulations shall apply on the Monday following. This list shall be subject to change at the discretion of the Trustees.

SECTION 2. The Central Library shall be regularly open from 9 A.M. until 10 P.M. on week days, and from 12 M. until 10 P.M. on Sundays, but the Issue and Registration Departments, and the Children's Room, shall be closed at 9 P.M. From June 5 to September 15, the hours shall be from 9 A.M. to 9 P.M. on weekdays, and from 2 to 9 P.M. on Sundays.

SECTION 3. The Branch Libraries and Reading Rooms shall be open at such times as may be determined by the Trustees; schedules of hours shall be posted at each place, and shall be published in the Quarterly Bulletin of the Library.

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## HOUSE RULES.

1. Dogs are not allowed in any building of the Library.

2. Employees are not, except in case of emergency, allowed to receive visitors during Library hours; nor in any case without the permission of the Chief of the Department in which they are employed.

3. At the Central Library, the entrances on Blagden Street are for the use of employees only. The Lecture Hall entrance is on Boylston Street.

4. Smoking is not allowed in any part of the Library building, except during lunch-hours in the Smoking Room; in the discretion of the Librarian it may be allowed in the Boiler Room and Engine Room.

5. Persons using the Library may have articles checked at the Coat Room without charge, at such times as the Coat Room is open; but the Trustees assume no responsibility for articles checked.



6. If articles are lost or found in the Library building, the loss should be reported, or the articles delivered, immediately to the officer in charge of the Issue Department, who shall at once make a record of the facts.

7. All packages are to be delivered to the Shipping Clerk, at the Blagden Street entrance.

8. Typewriters may be used in the Library only by permission of the Librarian, and in such rooms as he may appoint.

9. The Telephone is for the transmission of library business only. For all personal messages employees must use the Pay-Station telephones.

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## ORGANIZATION AND OFFICERS.

The control of the Library is vested in a Corporation known as THE TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON, and consisting of five members, one appointed each year by the Mayor, for the term of five years.

The names of the Trustees and their executive representatives are published each quarter in the Library Bulletin, and usually in all publications of the Library.

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## BRANCHES.

Besides the Central Library in Copley Square, the Trustees maintain thirty-one Branch Libraries (including minor branches termed Reading Rooms) in various parts of the City. A list of these with their several locations is printed in each issue of the Quarterly Bulletin.





## PUBLICATIONS.

A Bulletin containing the titles of books newly added to the Library, and other matters of interest to readers, is published quarterly. A brief Weekly List is also issued. The Bulletin and Weekly Lists may be had at the Central Library and all Branch Libraries and Reading Rooms FREE upon application. The Bulletin will be mailed to any address, on payment of 25 cents each year for postage.

Besides these current publications, the Library issues subject lists, special bibliographies, and other aids to its readers. Full lists of such of these as are in print and procurable are to be found in the Bulletin. The Annual Report of the Trustees may also be obtained at the Central Library upon request.











BOSTON PUBLIC LIBRARY



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